



# CODE OF CONDUCT

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Kitotec GmbH - Carl-Zeiss-Straße 11 – D-53340 Meckenheim  
 Tel.: +49 (0) 2225 - 7095720 - Fax: +49 (0) 2225 - 7095721 - E-Mail: info@kitotec.biz  
 DE 289066722 - HRB Bonn 19953 - Tax number: 222/5710/3740  
 Managing Director: Peter Müller – www.kitotec.biz – www.lupenshop.de





# CODE OF CONDUCT

## Preamble

Kitotec GmbH is conscious of its corporate and social responsibility and meets it within the framework of applicable law and statutory provisions.

## Responsibility

Kitotec GmbH undertakes to act in a responsible manner. Kitotec GmbH is aware of its social responsibility and undertakes to comply with the relevant applicable standards of its location to the fullest extent, by among other things:

- ensures a safe, healthy and pleasant working environment
- applying the industry-standard rules to working time and pay.

## Legislation

Kitotec GmbH undertakes to comply with all applicable and relevant laws to their full extent and at all times.

## Compliance with and respect of the basic rights of employees

Kitotec GmbH respects the human dignity of each individual, and also expects this from its suppliers and customers.

Kitotec GmbH is committed:

- to equality of opportunity and equal treatment of its employees regardless of their skin color, nationality, social background, any disability, sexual orientation, political or religious convictions or their sex or age,
- to respect the personal dignity, private life and personal rights of each individual,
- not to tolerate unacceptable treatment of the workforce, such as intimidation, sexual or personal harassment or discrimination.

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### Anti-corruption

Kitotec GmbH undertakes not to tolerate any form of corruption or bribery or to become involved with such in any way.

### Money laundering

Kitotec GmbH is committed to complying with all the applicable laws for the prevention of money laundering and to avoid participation in money laundering activities.

### Conflict materials

Kitotec GmbH is committed to ensuring to the best of its knowledge that no kind of conflict material (from the DR Congo or other national or European countries or any named in the Dodd-Frank Act) is contained in its supplied products.

### Export / import / embargos

Kitotec GmbH is committed to complying with all valid national and European laws and regulations in foreign trade.

As an AEO - Authorised Economic Operator - Kitotec GmbH is conscious of its special duty of care in foreign trade.

### Child labour / forced labour

Kitotec GmbH rejects child labour and its use. Kitotec GmbH is committed to only employing workers who have reached the regionally valid minimum age. Kitotec GmbH is committed to procuring goods only from those sources that comply with national and European laws and regulations.

Kitotec GmbH affirms that it does not support or tolerate forced labour or procure any goods or services from suppliers that use forced labour.

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### Avoiding conflicts of interest

When dealing with suppliers and customers, Kitotec GmbH is committed to making decisions according to objective criteria only. All factors that affect or could affect decision-making due to private, commercial or other conflicts of interest will be prevented from the outset.

### Environmental protection

Kitotec GmbH is committed to complying with all relevant national and European laws, regulations and standards for the protection of the environment. For this reason, Kitotec GmbH has set up a certified DIN EN ISO 14001:2015 environmental management system to minimise environmental impacts or hazards to the environment and improve environmental protection in its day-to-day business operations.

### Supply chain

Kitotec GmbH affirms that its suppliers will comply with this code of conduct as best possible. For this reason, Kitotec GmbH is SA8000-certified, the international standard for social accountability. Kitotec GmbH is committed to ensuring to the best of its knowledge that there are no business relationships with organisations that violate this standard.

Meckenheim, 08/04/2021

Peter Müller (Managing Director)

Kitotec GmbH  
Carl-Zeiss-Str. 11  
D-53340 Meckenheim  
Germany



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